

PLANNING TECHNICIAN - 3003

General Definition of Work:

Performs intermediate skilled technical and administrative work in handling a variety of assignments and provides staff technical support in the Commerce Department. Work is performed under the general supervision of the Planning Manager.

Essential Functions/Typical Tasks:

Preparing graphic materials; conducting research; interpreting zoning and related codes; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Assists in the development of studies in connection with the current and long-range physical, social and economic development of the County.
- Enters various data into computer database systems.
- Gathers data pertaining to characteristics of the area.
- Creates maps and graphs for analysis, demonstration and publication.
- Assigns and looks up addresses and flood zone information.
- Attends committee, board and related meetings.
- Explains zoning and subdivision regulations to the public.
- Explains planning problems and procedures to the general public on inquiry.
- Prepares reports and supporting graphic display materials descriptive of research.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of the principles and practices of urban planning; working knowledge of geographic information systems and computer databases; general knowledge of ordinances governing zoning and related codes; ability to systematically compile technical information and to prepare technical reports; ability to prepare and present technical information clearly to the public; ability to establish and maintain effective working relationships with associates and representatives of other public agencies.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, public administration, or related field.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.